

# Recovery Practitioner

(Salary as advertised)

**HMP Woodhill,  
Milton Keynes**

**37.5 hours per week**

**Permanent**

## 1. Main purpose of the role

- ▶ WDP is an integrated substance misuse service operating within HMP Woodhill.
- ▶ The HMP Woodhill service provides robust and organized interventions to address the prisoners' needs whilst working in partnership with establishment and community substance misuse agencies. It works to develop individualized recovery plans and opportunities for people to address their drug and alcohol problems from the point of custody, through sentence to maximize client potential for remaining abstinence on release into the community.
- ▶ We provide 24/7 clinical care, utilizing a multi-disciplinary team comprised of specialist substance misuse doctors, nurse prescribers, staff nurses and psychosocial recovery intervention workers.
- ▶ The post holder will support clients in their recovery by working with clinical and psychosocial aspects of the service, assess needs and agree and review recovery plans. They will be responsible for communicating treatment/recovery plans to the service user, carers and relevant professionals whilst focusing on the engagement, preparation and change phases of treatment and relevant interventions at these stages.
- ▶ They will ensure that the service delivered is recovery-focused, integrated, effective, and delivered to a high standard, ensuring safe and best practice in accordance with national and local guidelines.
- ▶ There will be an emphasis on partnership working in which they will work collaboratively with services, internally and externally to develop effective pathways, processes and interventions to support and motivate service users through all stages of their individual recovery journey.

## 2. Reporting and working relationships

### Reporting relationships:

- ▶ Reports to Senior Practitioner



### Working relationships:



## 3. Role-specific responsibilities

### 3.1 Service Provision

- ▶ To develop and maximise service users' personal strengths, social networks and recovery capital (social, physical, human and cultural) at the change, completion and re-integration/recovery support stages.
- ▶ To provide the service's key activities: assertive engagement, assessment and review, risk management, recovery-orientated supportive assisted recovery.
- ▶ To deliver support activities and interventions alongside establishment, external agencies, peers and recovery champions.

	<ul style="list-style-type: none"> <li>▶ To identify and access resources to support recovery within the establishment and community.</li> <li>▶ To fully inform service users about their recovery/treatment options, involve them in decisions and gain consent, and encourage them to take opportunities to achieve a sustained recovery.</li> <li>▶ To support ‘visible recovery’ within the service, promoting exit from treatment to service users at all stages of the recovery pathway.</li> <li>▶ To encourage service users to maintain regular health checks, including BBV</li> <li>▶ To ensure that all recording is of a high standard and that recording is undertaken within the required time frames.</li> <li>▶ To ensure that individuals’ personal strengths/recovery capital, including social capital and networks, continue to be built during treatment.</li> <li>▶ To ensure, through audit, that an appropriate balance exists between overcoming dependence and reducing harm within the service/individuals, adjusting treatment plans as necessary.</li> <li>▶ To ensure that mechanisms are in place to support individuals reducing/stopping medication</li> <li>▶ To ensure and develop ‘visible recovery’ within the service, to promote eventual exit from treatment to service users from first engagement, through the use of dedicated recovery individuals and information.</li> <li>▶ To support initiatives within the team (including the establishment of lead roles) in order to support service users with specific needs relating to gender, age, sexual orientation or ethnicity.</li> <li>▶ To facilitate psycho social group interventions.</li> <li>▶ To work collaboratively and proactively with medical providers, Recovery Support Teams and other managers, to ensure that services are fully coordinated and are working collectively towards the achievement of recovery goals and positive outcomes for each individual client.</li> <li>▶ To support administration of medications within HMP Woodhill.</li> <li>▶ To refer to clinical services appropriately</li> <li>▶ To use clinical screening tools and liaise with multi-disciplinary team regarding needs identified.</li> <li>▶ To support with Infection and Prevention Control within the service.</li> <li>▶ To support with response to medical emergencies.</li> </ul>
3.2	<p><b>Performance and Personal Management</b></p> <ul style="list-style-type: none"> <li>▶ To work flexibly to provide appropriate cover for all aspects of the Service.</li> <li>▶ To work alongside and provide support and supervision to, peers, recovery champions and peer mentors as required.</li> <li>▶ To work within, and contribute positively to, an appropriate culture of established values and expectations, embracing and implementing change.</li> </ul>

	<ul style="list-style-type: none"> <li>▶ To work collaboratively, creatively and flexibly to empower, challenge and change service users</li> <li>▶ To be responsible for performance management at an individual level through: self-management; delivery of goals and tasks set; delivery of contractual requirements, targets and outcomes; and reporting progress.</li> <li>▶ To actively engage in opportunities for learning and development at an individual and team level.</li> <li>▶ To comply with operational management systems of supervision, objectives, appraisal and induction.</li> <li>▶ To comply with policy and procedure and work within competencies of non-medical prescribing.</li> <li>▶ To develop competencies to effectively deliver a range of interventions required at the preparation/change/engagement (clinical) phases, undertaking training matched to the role as required.</li> <li>▶ To comply with data collection procedures and reporting to ensure effective recording of performance monitoring, outcomes, and service user information, including identifying areas of attrition.</li> <li>▶ To adhere to the implementation of risk management procedures (including child and adult safeguarding protocols), taking personal responsibility for keeping up to date on the requirements of these procedures.</li> <li>▶ To contribute to the continuous improvement of quality and performance of clinical treatment.</li> </ul>
3.3	<p><b>Service Development</b></p> <ul style="list-style-type: none"> <li>▶ To take a lead in specific targeted service developments as required.</li> <li>▶ To form productive working relationships with establishment, external agencies and professionals, existing and new, to ensure that service users have access to a wide range of recovery and community resources.</li> <li>▶ To provide service users with ongoing opportunities to consult on service development, working jointly to develop and deliver services, as appropriate, under the direction of management.</li> <li>▶ To contribute to the sustainability of WDPs growth through the delivery of best practice and quality services and achieving targets and lasting outcomes for its beneficiaries.</li> <li>▶ To ensure an appropriate level of strategic awareness at industry, local, organisational and service levels</li> </ul>
3.4	<p><b>General accountabilities</b></p> <ul style="list-style-type: none"> <li>▶ To personify a positive, collaborative and recovery-focused work ethic.</li> <li>▶ To present a professional appearance, help maintain an orderly working environment and act at all times to uphold the good reputation of WDP.</li> </ul>

- ▶ To ensure that all visitors to the service (including service users, families/carers, professionals and the general public) are welcomed in a responsive, helpful and professional manner.
- ▶ To ensure service users' and professionals' experience of the service and WDP is positive including by taking personal responsibility for answering ringing telephones and promptly dealing with inappropriate behaviour by staff, volunteers or service users.
- ▶ To attend meetings at appointed times, maintain professional personnel and service user records and meet deadlines.
- ▶ To work flexibly across the whole service, including providing duty on evenings and weekend cover as required.
- ▶ To proactively maintain professional knowledge and practice and attend, use and contribute to supervision and team meetings effectively.
- ▶ Raise drug and alcohol and recovery awareness within the community, sharing your knowledge and experience by developing packages that train and educate establishment, community and other interested groups.
- ▶ To assess risk and safeguarding issues, undertake risk and need assessments when appropriate and report any potential risk and safeguarding issues to ensure staff, service users and children are protected.
- ▶ To work within professional boundaries maintaining safety and appropriate confidentiality at all times.
- ▶ To contribute to organisational initiatives as required.
- ▶ To demonstrate commitment to WDPs statements of Mission, Vision and Values and strategy, ensuring that they inform, and are embedded within, service delivery and practice.
- ▶ To ensure services and duties are delivered in compliance with the law and relevant national and local policies, standards and guidance, including the CQC, NICE and other quality standards.
- ▶ To read and comply with all published WDP policies and procedures, at the start of your employment and again whenever they are added to or changed, as available on the WDP, Share Point, staff website.
- ▶ To support with local audit.
- ▶ To work flexibly to undertake such other reasonable duties and responsibilities, at any location within reasonable daily travel from your main place of work.

#### 4. WDP's commitment to you

*WDP works within the following framework and requires all employees to do the same.*

##### 4.1 Equal Opportunities

WDP is committed to promoting anti-discriminatory practices within society, its organisation and in the promotion of its services to the community. WDP expects all employees to

	understand, comply with and to promote its policies in their work and to challenge prejudice and discrimination and where necessary to undertake any appropriate training.
4.2	<p><u>Recovery</u></p> <p>WDP is a recovery focused organisation. Our staff and volunteers are committed to helping our service users improve their health and wellbeing, and to become free from dependency.</p>
4.3	<p><u>Career Development and Progression</u></p> <p>At WDP we actively encourage career progression from the talent we have from within and we strive to provide not only promotional progression but to develop a specialist and lead responsibility roles with teams and other services within WDP.</p>
4.4	<p><u>Safeguarding</u></p> <p>WDP is committed to ensuring the safeguarding and wellbeing of children and vulnerable adults, and all applicants will be required to demonstrate understanding of and commitment to best safeguarding practice.</p>
4.5	<p><u>Care Quality Commission (CQC)</u></p> <p>Many of WDP’s services are monitored, audited and regulated by the Care Quality Commission (CQC), the independent regulator of health and adult social care in England. Whether or not a particular service is registered, we believe CQC represents the minimum standard we expect for all of our services. We therefore work with all of our staff to make sure that every WDP service provides people with safe, effective, compassionate, high quality care and we encourage our services to learn and improve.</p>
<b>5. Your commitment to WDP</b>	
5.1	<p><u>WDP Vision, Mission and Values</u></p> <p>Promoting and understanding the values, vision and mission statement of WDP. To understand what it means to you in your respective role, to your team and to service delivery.</p>
5.2	<p><u>Vulnerable children and adults</u></p> <p>Demonstrating an understanding of and commitment to best safeguarding practice. Taking immediate and appropriate action as required.</p>
5.3	<p><u>Boundaries and behaviours</u></p> <p>Observing professional integrity in relationships with service users, peers and other relevant professionals.</p>
5.4	<p><u>Health &amp; Safety</u></p> <p>Being responsible for your health and safety and that of colleagues and service users. Employees should co-operate with management and follow established systems of work, use</p>

	protective equipment where necessary and report defects and hazards to management. To comply with Infection Prevention and Control policies and procedures.
5.5	<u>Confidentiality</u> Treating all information acquired through the course of your employment as confidential and complying with all the appropriate policies, systems and procedures.
5.6	<u>Information Governance</u> Applying information governance processes to ensure all necessary safeguards are in place regarding personal information – and its appropriate use – about our service users, workforce and members of the public.
5.7	<u>Continuous Professional and Personal Development</u> Working within a learning organisation, seeking learning opportunities either by attending learning and training events either externally or internally to improve and broaden their knowledge and skills and develop the personal qualities required in their professional lives.
<p><i>The above is an outline of the post holder's duties and responsibilities. It is not intended as an exhaustive list and may change from time to time in order to meet the changing needs of WDP.</i></p>	

<b>Person specification</b>		<b>E/D</b>	<b>Measured by</b>
<p>Essential and desirable requirements (E &amp; D) for the role and assessing and testing the necessary level of competence required for this role either via the application form (A); interview (I); and/or exercises (E).</p> <p><b>Please note</b> - applicants are asked to evidence their ability to meet each aspect of the person specification below, e.g. by highlighting relevant key achievements and duties held within roles.</p>			
<b>1.</b>	<b>Education, knowledge and experience</b>		
1.1	Experience of conducting assessments and developing, implementing, and reviewing care plans as well as using psychosocial interventions such as motivational techniques, relapse prevention and ITEP.	E	A
1.2	Enhanced Counter Terrorism Clearance to work in HMP Woodhill	E	A
1.3	Demonstrable knowledge of the Recovery Agenda	E	I
1.4	Understanding of the issues of substance misuse	E	I
1.5	Experience of facilitating group work	E	A
1.6	Excellent written and verbal communication skills.	E	A/I

1.7	Proven ability to work on one's own initiative and as part of a team.	E	A
1.8	Experience of working with clients with drug and alcohol issues	D	A
<b>2.</b>	<b>Abilities and skills</b>		
2.1	Experience of working under pressure using own initiative and prioritising tasks in order to meet tight deadlines.	E	A/I
2.2	Proven skills and experience of working in partnership with other agencies	E	A/I
2.3	Ability to complete QCF Level 3 in Health and Social Care or drug and alcohol related units, including the Care Certificate.	E	A
2.4	A commitment to seek learning opportunities to improve and broaden your own professional knowledge and skills and to contribute to and where relevant oversee the learning of others.	E/D	A/I
<b>4.</b>	<b>Key competencies</b>		
4.1	Good standard of both written and verbal English. A high level of accuracy when writing reports and completing client information.	D	A
4.2	Ability to work using Microsoft Word, Excel, Outlook and Internet Explorer.	E	A
<b>5.</b>	<b>Equality, diversity, vision, mission and values</b>		
5.1	An empathy for and understanding of our mission, vision and values.	E	A/I
5.2	Commitment to equal opportunities and overcoming barriers to diversity and equality.	E	A/I
5.3	Experience of working with people from a range of social, cultural and ethnic backgrounds.	E	A/I
5.4	Experience and commitment to supporting and working within diversity awareness environments.	E	A/I
<b>6.</b>	<b>Circumstances</b>		
6.1	Able to travel as required for the role and attend meetings and other activities outside office hours	E	A/I
6.2	Ability to work shifts including evenings and weekends.	E	A

6.3	A flexible approach to workload.		E	A/I	
			<b>Authors</b>		
	Version number	Date	Initials	Initials	Initials
	1.1	26/01/2017	ML		
	1.0	19/11/2015	WB		